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Human Resource Services
Enquiries :Mr K Naidoo
Date 30 /01/2023

To: Deputy Director Generals
Chief Directors
Directors
CES: Circuit Management
Circuit Managers
Heads of Sections
Principals of all Schools

HRM VACANCY CIRCULAR NUMBER 03 OF 2023

ADVERTISEMENT OF OFFICE BASED EDUCATOR VACANCIES

1. BACKGROUND

The vacancies advertised in this circular are existing posts within the Department's organogram which became vacant through attrition. All posts advertised in this bulletin will also be advertised in the National and Local Media.

2. GENERAL PRINCIPLES

- 2.1.1 This procedure manual is developed within the framework of the Personnel Administrative Measures (PAM) and PELRC Collective Agreement No. 1 of 2010. It replaces all other previous practices and procedure manuals. In this regard, the following general Principles must be noted:
- 2.1.2 The obligations of the State as the Employer in terms of Sections 195(1)(i) and 197(4) of the Constitution of the Republic of South Africa and ELRC Collective Agreement No.1 of 2010 which includes the following factors:
- a) Public Administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and
 - b) The need to redress the imbalances of the past in order to achieve broad representation
 - c) Provincial governments are responsible for the recruitment, appointment, promotion, transfer and dismissal of members of the public service in their administrations within a framework of uniform norms and standards applying to the public service.
- 2.1.3 The obligations of the employer in terms of section 189 of the Labour Relations Act No 66 of 1995, as amended and other applicable Labour Legislations.
- 2.1.4 The obligation to achieve equality in the workplace in accordance with the provisions of the Employment Equity Act No. 55 of 1998, as amended.



3. VACANCIES.

3.1 Applications are invited from suitably qualified and experienced persons for appointment to the following posts:

Chief Education Specialist

Deputy Chief Education Specialists

Chief Education Therapist (Physiotherapist)

Chief education Occupational Therapist

4. GENERAL SERVICE REQUIREMENTS.

Post	Service Requirements	Roles of for all posts :	Generic Skills for all posts	Qualification Requirement for All Posts	Professional Registration for All Posts
Chief Education Specialist (CES) – Post Level 6	9 Years' experience in the educational field, coupled with appropriate school management experience or any other managerial experience equivalent to the requirements of the post is taken into account for purposes of appointment.	-Leader -Communicator -Financial Planner and Manager -Strategic planner and transformer -Policy Developer -Researcher -Curriculum Developer -Staff Developer -Organizer	-Leadership -Communication -Financial Planning and management -Strategic Planning and Management -Policy Development -Researching -Curriculum developing -Staff developing -Organizing	A recognized three or four year qualification, which includes professional teacher education	Registration with SACE as a professional Educator
Deputy Chief Education Specialist (DCES) – Post Level 5	8 Years' experience in the educational field, coupled with appropriate school management experience or any other managerial experience equivalent to the requirements of the post is taken into account for purposes of appointment.	-Leader -Communicator -Financial Planner and Manager -Strategic planner and transformer -Policy Developer -Researcher -Curriculum Developer -Staff Developer -Organizer	-Leadership -Communication -Financial Planning and management -Strategic Planning and Management -Policy Development -Researching -Curriculum developing -Staff developing -Organizing	A recognized three or four year qualification, which includes professional teacher education	Registration with SACE as a professional Educator



5. CLOSING DATE FOR APPLICATIONS.

10 March 2023

6. PROCEDURES FOR SUBMISSION OF APPLICATIONS

- 6.1 Applications must be submitted on the attached “Application for Employment Form Z83” obtainable from any Public Service Department and should be accompanied by Curriculum Vitae comprising not more than 2000 words together with certified copies of educational qualifications, Identity document and Driver’s License documents.**
- 6.2 A separate application form (Z83) must be completed for each post applied for.**
- 6.3 All details on the “Application for Employment Form” must be appropriately and/or duly completed or else the application will not be considered.**
- 6.4 Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.**
- 6.5 Names and telephone numbers of three referees must be submitted.**
- 6.6 The Preference Order Form (Form 5) must also accompany the application/s.**
- 6.7 Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. No faxed applications will be considered.**
- 6.8 All applications must be submitted either through postal services or hand delivery to reach the office by not later than 16h00 on the closing date. Applications received after the closing date and applications delivered at the incorrect office will not be considered.**

OFFICE BASED EDUCATOR POSTS.

**CHIEF EDUCATION SPECIALIST: POST LEVEL 6 - SALARY SCALE
NOTCH R950 313.00 p.a.**

**DEPUTY CHIEF EDUCATION SPECIALIST: INFRASTRUCTURE POST LEVEL 5 -
NOTCH R535 011. 00 p.a.**

**CHIEF EDUCATION THERAPIST (PHYSIOTHERAPIST)
NOTCH R487 305 .00 p.a.**

**CHIEF EDUCATION THERAPIST (OCCUPATIONAL THERAPIST)
SALARY SCALE R487 305 .00 p.a.**



POST: CHIEF EDUCATION SPECIALIST – MARKING PROCESSES AND SCHOOL
BASED ASSESSMENT MANAGEMENT

REFERENCE NO: OBE/01/2023

SALARY : R 950 313.00 p.a.

CENTRE : DURBAN, HEAD OFFICE

REQUIREMENTS: A recognized three- or four-year's qualification, which includes professional teacher education, a minimum of nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's licence.

SKILLS: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions.

DUTIES: Coordinate and quality assure the recruitment, selection, and appointments of marking personnel. Facilitate the training of marking personnel including training of Centre Managers, Chief Markers and Internal Moderators. Identify, assess, evaluate, and select marking centres. Coordinate, monitor and manage the marking of candidate's scripts for all external examinations. Coordinate and facilitate the remark, recheck and viewing process of marked scripts and provide feedback. Coordinate and manage out of province marking. Prepare reports for marking moderation and standardisation processes. Manage quality assurance of School Based Assessment (SBA) including orals and Practical Assessment Tasks (PAT). Conduct training on policies mandating the compilation of SBA. Mediate, support and monitor SBA policy implementation. Develop material for the training of Educators on quality moderation of SBA. Coordinate provincial moderation of SBA. Manage and monitor introduction of additional subject, subject combinations, subject changes, promotion, and progression requirements processes.

ENQUIRIES: Mr K. Naidoo: Telephone: 033 846 5533



POST: CHIEF EDUCATION SPECIALIST – ASSESSMENT INSTRUMENTS
DEVELOPMENT, EXAMINATION ETHICS, CONCESSIONS AND MONITORING

REF NO: OBE/02/2023

SALARY : R 950 313.00 p.a.

CENTRE : DURBAN, HEAD OFFICE

REQUIREMENTS: A recognized three- or four-year's qualification, which includes professional teacher education. A minimum of nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's licence.

SKILLS: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa, and all relevant legislative and policy provisions.

DUTIES: Develop quality examination instruments & memoranda. Ensure consultations for the draft NSC timetables. Manage and coordinate processes for the conduct of common test question papers. Manage appointment and constitution of examination panels inclusive of examiners, moderators, and verifiers. Convene and conduct workshops with all examiners, moderators, and verifiers of the common test question papers. Manage consolidation and presentation of learner performance. Ensure the security and confidentiality of examinations information. Develop procedures for dealing with irregularities. Establish, monitor and support Provincial and District Irregularities Committees. Conduct and manage examinations irregularities investigations, hearings and application of sanctions. Compile irregularity reports and registers. Manage the process of granting concessions for candidates classified of deaf, aphasic, dyslectic etc in all grades. Train Chief Invigilators, Invigilators and Monitors for monitoring NSC examinations. Compile monitoring schedule for all NSC examinations.

ENQUIRIES: Mr K Naidoo: Telephone: 033 846 5533



POST: DEPUTY CHIEF EDUCATION SPECIALIST – INFRASTRUCTURE
DOE/03/2023: ILEMBE DISTRICT
DOE/04/2023: UMLAZI DISTRICT
DOE/05/2023: UMGUNGUNDLOVU DISTRICT
DOE/06/2023: UMKHANYAKUDE DISTRICT

SALARY : R 535 011.00 p.a.

CENTRE : PIETERMARITZBURG, HEAD OFFICE

REQUIREMENTS: A recognized three or four year qualification, which includes professional teacher educator. A minimum of Eight (8) years teaching and school experience. Registration with SACE. Proof of valid driver's licence.

COMPETENCIES: Knowledge of PFMA, PSA, Treasury Regulations and other prescripts of Education Law is a necessity. Computer literacy

SKILLS: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

DUTIES: Manage the education specific planning inputs as part of the Provincial infrastructure plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan: Make inputs to the alignment of the infrastructure modelling to the departmental service Plan from an educational perspective. Make education specific inputs to the Strategic Plan, Annual Performance Plan and Annual Report for infrastructure. Review utilisation of facilities from an education perspective: Assist to develop prioritisation model (s) from an education perspective. Assist to prepare commissioning plans. Development, integration and customization of functional planning norms and standards: Make inputs to the provincial functional norms and standards from an education perspective. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from an education perspective. Update information on NEIMS, EFMS and document management system for all build environmental documentation: Update EFMS (or other systems if applicable). Update NEIMS. Establish and update the document management system for all built environment documents excluding financial documents. Apply the Norms and Standards to determine needs for school infrastructure and other equipment. Interact with Infrastructure Delivery to align commissioning with constructions plans. Determine needs in each province.

ENQUIRIES: Mr K Naidoo: Telephone: 033 846 5533



POST: CHIEF EDUCATION THERAPIST (PHYSIOTHERAPIST) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES

REF NO: OBE/07/2023

CENTRE: HEAD OFFICE, PIETERMARITZBURG:
UMLAZI / UGU DISTRICT

Note: The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

SALARY: R487 305.00 p.a.

REQUIREMENTS: An appropriate three or four year educational qualification. Registration with the Health Professionals Council of South Africa (HPCSA) as a Physiotherapist. A minimum of 3 years appropriate experience gained after registration with the Health Professionals Council of South Africa. SACE Registration

COMPETENCIES: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Computer literacy. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

NOTE 1: The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).

NOTE 2: The recommended candidate will be subjected to a security clearance.

NOTE 3: The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills.

ENQUIRIES: Mr K Naidoo: Telephone: 033 846 5533



POST: CHIEF EDUCATION THERAPIST (OCCUPATIONAL THERAPIST) GRADE 1:
LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES

REF NO: OBE/08/2023

CENTRE: HEAD OFFICE, PIETERMARITZBURG
ZULUAND / AMAJUBA DISTRICT:

Note: The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

SALARY: R487 305.00 p.a

REQUIREMENTS: An appropriate three or four year educational qualification. Registration with the Health Professionals Council of South Africa (HPCSA) as an Occupational Therapist A minimum of 3 years appropriate experience gained after registration with the Health Professionals Council of South Africa. SACE Registration.

COMPETENCIES: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

NOTE 1: The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).

NOTE 2: The recommended candidate will be subjected to a security clearance.

NOTE 3: The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills

ENQUIRIES: Mr K Naidoo Telephone No. 033 348 5533



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

APPLICATIONS: Applications should be sent by post for the **attention of: Mr. P.B.V. Ngidi**
The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.

SUMMARY OF ALL POSTS ADVERTISED.

POSTS	NUMBER
Chief Education Specialist	2
Deputy Chief Education specialist	4
Chief Education Therapist (Physiotherapist)	1
Chief Education Occupational Therapist	1
Total	8

Kindly bring the contents of this circular to all concerned.

7. GRIEVANCES AND DISPUTES

7.1 Grievances must be lodged in writing with the Employee Relations Directorate at Head Office within 7 working days of each process using the attached grievance form. For the attention of Mr. C.N Ngcobo at:

Postal Address: Private Bag X9137
Pietermaritzburg
3200

Physical Address: 228 Pietermaritz Street
Pietermaritzburg
3200

Telephone No.: 033-846 5402
Fax No.: 0864840680
Email: Charles.ngcobo@kzndoe.gov.za

7.2 If the grievances are not resolved, disputes may be lodged with the ELRC for resolution in terms of the ELRC Constitution.

MR GN NGCOBO 9/2/2023
HEAD OF DEPARTMENT: EDUCATION

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF EDUCATION

APPLICANT'S PREFERENCE ORDER FORM

COMPLETE ONLY ONCE IN RESPECT OF POSTS APPLIED FOR

1. SURNAME		2. NAME	
3. PERSAL /ID NO.		4. NO. OF POSTS APPLIED FOR	

PREFERENCE ORDER	REF. NO.	HEAD/DISTRICT OFFICE	POST DESCRIPTION
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

APPLICANT'S SIGNATURE

DATE



APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 - Passport number in the case of non-South Africans.

3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 - This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised)	Department where the position was advertised
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?

B. PERSONAL INFORMATION¹

Surname and Full names																						
Date of Birth		Identity Number												Passport ² number								
Race ³	<input type="checkbox"/> African	<input type="checkbox"/> White	<input type="checkbox"/> Coloured	<input type="checkbox"/>	<input type="checkbox"/> Indian	<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/>														
Gender ³					<input type="checkbox"/> Female	<input type="checkbox"/>	<input type="checkbox"/> Male	<input type="checkbox"/>														
Do you have a disability?					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
Are you a South African citizen?					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
If no, what is your nationality?																						
Do you have a valid work permit? (only if non-South African)					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁵					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
If yes (provide the details)																						
Do you have any pending criminal case against you?					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
If yes, (provide the details) ⁵																						
Have you ever been dismissed for misconduct from the Public Service? ⁴					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
If yes (provide the details) ⁶																						
Do you have any pending disciplinary case against you?					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
If yes, (provide the details)																						
Have you resigned from a recent job pending any disciplinary proceeding against you? ⁴					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
If yes, (please note that the provisions of the Public Service Act shall apply).																						
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that your cannot be re-employed? ⁴					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ⁶ If yes, (provide the details) ⁶					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?					<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>														
Please specify the total number of years of experience you have					Private Sector	<input type="checkbox"/>	Public Sector	<input type="checkbox"/>														
If your profession or occupation requires official registration, provide date and particulars of registration					Date	<input type="checkbox"/>	Reg. No	<input type="checkbox"/>														

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.	C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS			
	Preferred language for correspondence			
	Method for correspondence	Post <input type="checkbox"/>	E-mail <input type="checkbox"/>	Fax <input type="checkbox"/>
	Contact details (in terms of the above)			

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'					
	Languages (specify)				
Speak					
Write or read					

E. FORMAL QUALIFICATION ⁷ (from highest to the lowest)		
Name of School/Technical College	Name of qualification obtained	Year obtained
Current study (institution and qualification):		

F. WORK EXPERIENCE (Also attach a detailed CV) ⁸						
Employer (including current employer)	Post held	From		To		Reason for leaving
		Year	Month	Year	Month	
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, Provide the name of the previous employing department and indicate the nature of the condition.						

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed:</i>	
Signature:	Date: